

POSTAL ADDRESS & CONTACT DETAILS:

VISASMART TS LTD
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WIMBLEDON, LONDON
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CONGO BRAZZAVILLE BUSINESS VISA APPLICATION PACK

Please supply this form, fully completed (typed or by hand), with all documents in the checklist below. Failure to provide any of the documents will result in a delay to your application. All forms must be printed and signed.

If you are sending multiple applications at the same time and the return address is the same for all applicants, you only need to provide one request form per party.

1. CHECKLIST OF DOCUMENTS YOU MUST SEND

- ORIGINAL PASSPORT - with a minimum of 6 months validity & 2 blank pages.
- APPLICATION FORM - attached
- 1 UK PASSPORT PHOTO
- LETTER OF INVITATION - 'Certificat D'Hebergement' (certificate of accommodation)
- LETTER FROM THE EMPLOYING COMPANY - must state the following information: full names of employee, nationality and passport number, job title, purpose of travel, length of visa required and expected date arrival in Congo Brazzaville/Pointe Noire, full address and contact name of company in Congo Brazzaville, the employer's full responsibilities of the employee, including repatriation in case of emergency
- RETURN FLIGHT BOOKING

2. SERVICE OPTIONS

- CONGO BRAZZAVILLE 30 DAY MULTIPLE ENTRY VISA STANDARD SERVICE (£275.00 + service fee £85.00 VAT inclusive)
- CONGO BRAZZAVILLE 3 MONTH MULTIPLE ENTRY VISA STANDARD SERVICE (£345.00 + service fee £85.00 VAT inclusive)
- CONGO BRAZZAVILLE 6 MONTH MULTIPLE ENTRY VISA STANDARD SERVICE (£465.00 + service fee £85.00 VAT inclusive)
- CONGO BRAZZAVILLE 12 MONTH MULTIPLE ENTRY VISA STANDARD SERVICE (£725.00 + service fee £85.00 VAT inclusive)
- 7 DAY EXPRESS SERVICE, ADD £50.00 TO VISA FEE
- 3 DAY EXPRESS SERVICE, ADD £100.00 TO VISA FEE

3. RETURN OPTIONS

- ROYAL MAIL SPECIAL DELIVERY BY 1PM (£9.50)
- DHL EXPRESS (FROM £45.00)
- OWN PREPAID, ADDRESSED ENVELOPE - please note that we will not return any passport via 1st class post.
- PERSONAL COLLECTION - we will inform you when the passport is available for collection & book an appointment for you.

4. CONTACT DETAILS & RETURN ADDRESS

APPLICANT NAME

NAME OF CONTACT - for your security, we will only correspond with the named party on this form regarding the application

CONTACT PHONE & EMAIL

RETURN ADDRESS

5. DECLARATION

I CONFIRM ACCEPTANCE OF THE TERMS & CONDITIONS AS WELL AS THE PRIVACY POLICY FOR VISASMART TRAVEL SOLUTIONS LTD. I ACKNOWLEDGE THAT NO GUARANTEE CAN BE PROVIDED AND THAT THE DECISION RESTS WITH THE GOVERNING BODY BEING APPLIED.

SIGNATURE

DATE

INFORMATION FOR THE CONGO BRAZZAVILLE VISA SERVICE

You can apply no more than the requested validity before your planned arrival date (If a 3 month visa, you cannot apply more than 3 months in advance). Once the embassy has begun the process, the passport will be unavailable until the process is complete.

The visa validity begins on the date of travel according to your flights.

Processing time in the embassy is usually 10 business days for standard services or 7 business days for express services or 3 business days for urgent express services. Please note that the embassy does not include the day of submission as a processing day.

When your documents have been received, we will check that they are correct before contacting you (via the email address provided) to confirm receipt and provide your invoice. If you prefer to send your cheque or postal order with your documents, you can, however, we request that no payment is made before we can check that everything is in order.

Payments can be made by PayPal, Bank Transfer, cheque or postal order. Please note that we do not begin to process your request until your payment has been made. All fees are per person.

When you receive the email to confirm when your documents have been received, it will contain your unique reference number. For all queries during your process, you must quote this reference number or we will not be able to provide information. This is to protect your security. We will only email with additional instruction or to confirm the return details for your passport which will contain your visa inside. You must check your visa on receipt & advise immediately if there are any queries.

You will only receive email updates if there are any delays.

For our terms and conditions, please see our website, www.visasmart.co.uk. By using our services, you are agreeing to all terms.

Return methods carry their own terms and conditions. It is your own responsibility to view them on the respective service sites before making your selection.



FORMULAIRE DE DEMANDE DE VISA VISA APPLICATION FORM

A : VOTRE ARRIVEE AU CONGO / YOUR ARRIVAL IN CONGO

1. Date d'arrivée au Congo : __ / __ / ____
Date of arrival in Congo

2. Durée de votre séjour / Length of your stay : 15 Jours/Days 30 Jours/Days 45 Jours/Days
Veuillez cocher / Please tick 60 Jours/Days 90 Jours/Days 180 Jours/Days *ou/or* 1 An/Year

B : INFORMATIONS PERSONNELLES / PERSONAL DETAILS

3. Nom (s) / Surname :

Nom(s) de Jeune Fille / Maiden Name (s) :

Prénom (s) / Given Name (s):

4. Sexe / Sex : Masculin/Male Féminin/Female

5. Votre date de naissance / Your date of birth : __ / __ / ____

6. Votre lieu de naissance / Your place of birth :

7. Votre pays de naissance / Your country of birth :

8. Votre nationalité actuelle / Your current nationality :

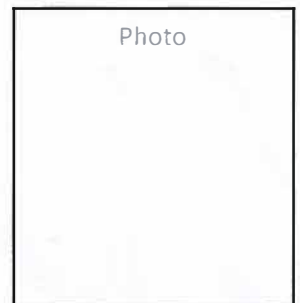
9. Votre nationalité antérieure / Your previous nationality :

10. Votre profession / Your occupation :

11. Votre état civil / Your marital status :

12. Nombre d'enfants à charge / Number of dependent children :

13. Nom de Jeune fille de votre mère / Your mother's maiden name :



C. VOTRE DOCUMENT DE VOYAGE / YOUR TRAVEL DOCUMENT

14. Passeport No. / Passport No. :

Date de délivrance / Date of issue: __ / __ / ____

Date d'expiration / Expiry date: __ / __ / ____

Pays de délivrance / Country of issue:



D. INFORMATION SUR VOTRE VOYAGE / YOUR TRIP DETAILS

15. Motif de votre voyage / *Purpose of your journey* :

16. Garantie de votre Sponsor / *Your Sponsor information*

- Lettre de garantie de votre employeur
Support Letter from your employer
- Lettre d'invitation (seulement pour affaire)
Letter of invitation (business only)
- Certificat d'Hébergement
Lodging Certificate

Nom du parent et adresse au Congo
Name and address of family member in Congo

17. Visite de Famille / *Family Visit*

- Fournir le nom et l'adresse d'un parent au Congo dans la case ci-contre
Please provide a name and address of a family member in Congo in the box opposite

18. Avez-vous déjà obtenu un Visa pour le Congo ? Oui/Yes Non/No
Have you ever had a previous Visa to Congo?

19. Si oui, date et lieu du dernier visa : __ / __ / ____ à/at :
If yes, date and place of last visa

E. AUTRE INFORMATION / OTHER INFORMATION

20. Votre adresse au Royaume Uni / *Your address in the UK* :

21. Votre adresse permanente si différente / *Your permanent address, if different* :

22. Votre contact téléphonique / *Your contact details* :

23. Personne à contacter en cas d'urgence (Nom, adresse et affiliation)

Next of kin (Name, address and relation):

F. AVERTISSEMENT / DISCLAIMER

Le visa est accordé uniquement sur la base des informations fournies et la durée de séjour demandée. Entrer sur le territoire de la République du Congo-Brazzaville sous fausse déclaration peut entraîner une sanction pénale et de vous voir refuser tout visa à l'avenir

The Visa is granted solely based on the information provided on this form and the length of stay applied for. Any false pretence for entering the Republic of Congo-Brazzaville is liable to sanction that may result in refusal of future visas.

L'Ambassade se réserve le droit de refuser d'accorder un visa en cas de fausses informations ou par manque de garanties demandées

The Embassy may refuse to issue a visa for false information or for lack of the required guarantees.

24. Date de demande / *Application date* : ___ / ___ / ____

Signature

25. RESERVE A L'ADMINISTRATION / *FOR OFFICE USE ONLY*

Remarques / *Comments*

